

SPECIAL MEETING
BAY COUNTY BOARD OF COMMISSIONERS
A G E N D A
TUESDAY, MAY 7, 2019

4:30 P.M. (Or immediately following Ways and Means Committee Meeting)

COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

PAGE NO.

I CALL TO ORDER (CHAIRMAN DURANCZYK)

II ROLL CALL

III INVOCATION

IV PLEDGE OF ALLEGIANCE

V CITIZEN INPUT

VI ITEMS FOR CONSIDERATION

A. Resolutions from the Ways and Means Committee Meeting of 5/7/19

- | | |
|-------|---|
| I - 2 | 1. No. 2019-90 - Relocation of Offices (Treasurer, Equalization, Veterans Affairs) within County Building (County Executive) |
| 3- 4 | 2. No. 2019-91 - Veterans Affairs Grant - Budget Adjustments (Finance) |
| 5 | 3. No. 2019-92 - Pinconning Park Improvements Grant - Bathhouse (Recreation and Facilities) |

VII UNFINISHED BUSINESS

VIII NEW BUSINESS

IX MISCELLANEOUS

X ANNOUNCEMENTS

XI CLOSED SESSION

XII RECESS/ADJOURNMENT

BAY COUNTY BOARD OF COMMISSIONERS

MAY 7, 2019

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (5/7/19)

WHEREAS, The newly created Department of Veterans Affairs is the recipient of a grant in excess of what was anticipated and, as a result, the Department of Veterans Affairs is planning to increase the activities and functions of its office; and

WHEREAS, Because of the increased need and outgrowth of space in other offices, there is a need to rearrange office space within the Bay County Building; and

WHEREAS, The Treasurer's Office also has an unmet need for privacy when meeting with homeowners who are facing financial hardship. Rather than homeowners discussing private financial matters in a very open and crowded office, the Treasurer hopes to offer a semi-private space to discuss these sensitive matters; and

WHEREAS, There is also a need in the Treasurer's Office to implement best practices for a secure and safe environment for employees and members of the public; and

WHEREAS, The County Executive has formulated a plan that will more effectively utilize the County Building's office space for the least amount of County dollars and also address these privacy and security concerns; and

WHEREAS, The proposed plan includes moving the Department of Veterans Affairs to the 1st Floor space currently occupied by the Treasurer's Office; the Treasurer's Office will be moved to the 6th Floor space currently occupied by the Equalization Department; and the Equalization Department will be moved to the 2nd Floor space currently occupied by the Department of Veterans Affairs; and

WHEREAS, Time is of the essence as the Equalization Department must move and be settled in its new space by June because that is the Department's busiest month of the year. The Treasurer's Office will need to be fully settled by the end of the year before its busiest months in the Spring. Most importantly, the State grant received by the Department of Veterans Affairs must be spent by the end of September 2019 or it has to be returned to the State; and

WHEREAS, Given this short timeline and the current workload of Buildings and Ground staff, an outside contractor is necessary to retrofit the 1st floor for the Veterans; and

WHEREAS, The Department of Veterans Affairs is requesting a waiver of the Bay County Purchasing Policy and, instead, follow the guidelines of Emergency Procurement; and

WHEREAS, Upon the Boards' approval of the use of the Veterans Affairs grant money for the retrofitting of its new space, as well as the approval of general fund dollars for the 6th floor retrofit, the Veteran's Affairs contractual staff on the 2nd floor would immediately relocate to temporary space, allowing Equalization to move into its new permanent space on the 2nd Floor. After a few modifications to the 6th Floor, the Treasurer's Office will move to the 6th Floor no later than July 1st. This would allow work to be done in the 1st Floor space starting July 1, 2019, to be completed absolutely no later than the end of September 2019. Once the space is completed then the Department of Veteran's Affairs could be relocated permanently to the 1st Floor; and



BAY COUNTY BOARD OF COMMISSIONERS

MAY 7, 2019

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (5/7/19)

WHEREAS, To retrofit the 6th floor space to be secure for the employees and public, Buildings and Grounds staff will create an open space for employees, replace the carpet, install a security door, and install a counter with secure glass and payment windows utilizing re-purposed bulletproof glass graciously donated by the Bay County Sheriff which will result in a cost savings; and

WHEREAS, The remainder of the cost of this project is estimated to be \$18,500; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners concurs with the County Executive's proposed plan for office relocation as outlined; Be It Further

RESOLVED That the Board of Commissioners authorizes a waiver of the Bay County Purchasing Policy utilizing the guidelines for Emergency Procurement for the Veteran Affairs project; Be It Further

RESOLVED That the Chairman of the Board is authorized to execute any and all documents required for this project on behalf of Bay County following Finance Department and Corporation Counsel review/approval; Be It Finally

RESOLVED That an amount not to exceed \$18,500 is appropriated from Fund Balance for the above outlined and budget adjustments related to this project are approved.

THOMAS M. HEREK, CHAIR
AND COMMITTEE

County Executive - Relocation of Offices

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				TOM RYDER							

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
AMENDED _____ CORRECTED _____ REFERRED _____

RESOLUTION

NO. 2019-91

BY: WAYS AND MEANS COMMITTEE 05/07/2019

RESOLVED: By this Board of Commissioners of Bay County, Michigan, that the following Budget Adjustments are hereby approved on 05/07/19 And, if required, the Chairman of the Board is hereby authorized to execute any documentation necessary for said Budget Adjustments on behalf of Bay County:

Journal Request number	Fund Involved Department Involved	Favorable Impact	Unfavorable Impact	No Impact
2019-05-002	SOLDIERS' RELIEF FUND VETERANS SERVICE FD GRANT Total SOLDIERS' RELIEF FUND			

TO BUDGET FOR THE NEW VETERAN SERVICE FUND GRANT IN THE AMOUNT OF \$76,149 WITH AN END DATE OF SEPTEMBER 30, 2019. NO USE OF GENERAL FUND DOLLARS IS REQUIRED.

Thomas M. Herek , Chairman W. & M. and Committee

MOVED BY COMM. _____

SUPPORTED BY COMM.

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				TOM RYDER							

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
 AMENDED _____ CORRECTED _____ REFERRED _____

Budget Adjustment Detail

Journal Request Number **2019-05-002**

Ref: VET GT Desc: VETS GR Eff Date: 5/14/2019

Line	Org	Object Description	I/D	Amount
2930		SOLDIERS' RELIEF FUND		
		VETERANS SERVICE FD GRANT		
	29368450	53900 STATE GRANTS	I	76,149
	29368450	72800 PRINTING AND BINDING	I	2,000
	29368450	74600 UNIFORM PURCHASES	I	500
	29368450	80200 CONTRACTUAL SERVICES	I	10,649
	29368450	84500 EMERGENCY RELIEF	I	2,000
	29368450	96720 BLDGS/BLDG ADD.& IMPROVE EXPEN	I	55,000
	29368450	96741 COMPUTER HARDWARE EXPENSE	I	5,000
	29368450	96742 COMPUTER SOFTWARE EXPENSE	I	1,000
				Favorable Unfavorable
Total SOLDIERS' RELIEF FUND				\$ 0 \$ 0

Explanation:

TO BUDGET FOR THE NEW VETERAN SERVICE FUND GRANT IN THE AMOUNT OF \$76,149 WITH AN END DATE OF SEPTEMBER 30, 2019. NO USE OF GENERAL FUND DOLLARS IS REQUIRED.

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BAY COUNTY BOARD OF COMMISSIONERS

MAY 7, 2019

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (5/7/19)

WHEREAS, Pursuant to resolution 2019-59 adopted March 12, 2019, the Bay County Board of Commissioners approved submission of a grant to the DNR's Recreation Passport Grant to build an additional bathhouse at Bay County Pinconning Park near the day-use area; and

WHEREAS, The 25% match required was approved for in-kind labor by our maintenance staff; and

WHEREAS, After a preliminary administrative review of the grant by DNR staff, it is recommended that the Board commit to the specific grant request amount and match amount; and

WHEREAS, This requested materials to be covered by grant funds totaling \$84,500 and the 25% match will be met with in-kind labor of \$28,200 to lay the septic system and finish the interior of the bathhouse for a total grant request of \$112,700; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the commitment of grant funds and match dollars for this grant project (outlined above); Be It Further

RESOLVED That the Chairman of the Board is authorized to sign documents related to this project following Finance Department and Corporation Counsel review/approval.

THOMAS M. HEREK, CHAIR
AND COMMITTEE

Pinconning Park - Bathhouse Grant Funding

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				TOM RYDER							

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____

AMENDED _____ CORRECTED _____ REFERRED _____